



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REAL ESTATE ADMINISTRATIVE SPECIALIST	34	B	7.171

DEFINITION OF CLASS:

Under general supervision, enforces laws, rules and regulations pertaining to real estate land sales, timeshares, and membership campgrounds; conducts timeshare, membership campgrounds and subdivision reviews; acts for the administrator in areas other than projects registration by authorizing official acknowledgements in granting licenses, permits or granting exception and exemption privileges; authorizes sales advertising; issues permits to sale and public offering statements; and does related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Assists timeshare developers, membership campground developers and land developers in preparing filings and reviews filings both initially and during the annual renewal process to ensure completeness, accuracy, standardization, and compliance with NRS statutes. The review is conducted by comparing information gathered with general or specific rules, regulations and statutes.

Makes property inspections of timeshares, membership campgrounds, and subdivisions in order to ensure compliance with NRS 119, 119A and 119B relating to building and zoning requirements, filing of plats, engineering plans for water, sewer and land surface changes, utility hookups, title or trust companies for the escrowing of funds and deposit of receipts and deeds to be used. The review is conducted by applying the regulations of NRS 119, 119A and 119B relating to subdivision developments, timeshares, and membership campgrounds. The inspection report is reviewed technically for accuracy and completeness.

Reviews and approves advertising to be used in promoting timeshares, membership campgrounds and subdivisions to verify the accuracy of the advertising. Verification is determined by comparing the filings, review report and regulation statement with the advertising.

Acts for the administrator authorizing official acknowledgements to applicants granting licenses, permits, exceptions or exemption privileges allowed by statute. Authorizations are granted by interpreting and applying the regulations as set forth in NRS 645, 645A, 119, 119A and 119B. Authorizations are reviewed periodically for accuracy.

EXAMPLES OF WORK: (cont.)

In the absence of the administrator, makes final decisions on any discretionary matters other than projects registration involving the interpretation or implementation of statutory requirements imposed on then agency or on those people or situations regulated by virtue of the NRS statutes pertaining to real estate matters. Examples include decisions made regarding the compliance of brokers with the law, review and exceptions approved on continuing education requirements, and investigative complaints.

Prepares responses to incoming correspondence to a variety of inquiries regarding land sales and real estate regulations in the State of Nevada. The correspondence may be for the purpose of providing information, requesting more data, interpreting rules and regulations, or authorizing an activity. The correspondence requires knowledge of NRS 645, 645A, 119, 119A and 119B in addition to division rules, regulations and policies.

Assists the administrator in the formulation of policies and procedures to ensure consistency and provide clarification in the administration of the statutes, rules, regulations and policies relating to land sales and real estate law in the State of Nevada. This requires referencing applicable statutes, and prior policy determinations of the division.

Provides supervision to clerical staff by organizing workflow, training, delegating assignments, evaluating effectiveness and administering necessary discipline.

DISTINGUISHING CHARACTERISTICS:

This position functions under general supervision from both the Administrator, Real Estate Division, and the Real Estate Projects Chief. Consults with the Administrator on matters occurring during his absence and/or current administrative assignments, and consults with Projects Registration Chief on project reviews, incoming advertising, property inspections and development of Nevada Property Reports and Public Offering Statements.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of NRS 645, 645A, 119, 119A and 119B and Real Estate Division rules, regulations and policies as they pertain to Real Estate law and land sales, real estate brokerage, title insurance, escrow, timeshares and membership campgrounds. Knowledge of the procedures involved in conducting timeshare, membership campgrounds and subdivision reviews in order to ensure compliance with NRS statutes pertaining to this field.

Ability to evaluate authenticity of advertising claims and document fraudulent or misleading advertising. Ability to prepare both oral and written reports. Ability to explain and interpret to others the technical rules pertaining to real estate transactions.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of real estate. Knowledge of general business terminology. Knowledge of title insurance and escrow. Knowledge of advertising methods and techniques used in real estate.

Ability to interpret various laws, rules, regulations and apply them to specific cases. Ability to prepare and present oral and written reports. Ability to effectively supervise subordinate staff in order to assign work, train, evaluate, and administer discipline, if necessary.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent plus five years full-time experience equivalent to the paraprofessional level in work involving real estate, land development, title or escrow operations;
OR

II

Graduation from high school or the equivalent plus three years full-time experience as a real estate loan processor with the authority to evaluate the loan packages, as an escrow officer, as a title searcher/abstractor with either a title company or a legal firm, or project registration filing experience at the state, county or city level; OR

III

Graduation from an accredited college or university plus three years of experience equivalent to the paraprofessional level in work involving real estate, land development, title or escrow operations;
OR

IV

Graduation from an accredited college or university plus one year of experience described in option II; OR

MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

V

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.171

ESTABLISHED:	11/16/72
REVISED:	8/17/82R
	4/8/83PAC
REVISED:	12/19/85-12
REVISED:	12/23/87R
	3/3/89PC
REVISED:	7/1/91P
	10/19/90PC
RE-ESTABLISHED:	7/1/93R
	4/28/94UC